This is a supplement to the 2010 TAEP Cost Share Application booklet.  It is intended to assist producers with completing Application A.

**Who is eligible to apply for the Tennessee Agricultural Enhancement Program (TAEP)?**

A person must meet the following criteria to be eligible for TAEP cost share:
- Resident of Tennessee
- Operate a farm located in Tennessee
- 18 years of age as of application date
- Have ability and financial capacity to complete project
- Meet minimum livestock or acreage requirements for each program applied for
- Own land where permanent structures will be built
- Register premises, if livestock is present
- Meet educational certifications for each program applied for
- Provide project cost quotes/diagrams, if required by program applied for

## 1.  APPLICANT INFORMATION

**Name**
Enter your full legal name.  If you are more commonly known by a nickname, please indicate it in parentheses (nickname) next to your legal name.  Indicate your title and any suffix you may have.  Note:  The name you list on Application A must match the name you list on your Substitute W-9 form.

Important:  Applicant name must match name on educational certifications, permits, premises registration, and property records, where required for eligibility.

**Social Security Number (SSN) or Federal Tax Identification Number (EIN)**
Enter your preferred taxpayer identification number – please list only one.  Note:  This number must match the tax number listed on your Substitute W-9 form.

**Applicant Mailing Address**
Enter the address where you receive your mail.  TAEP documentation will be sent to this address.  This address may be different than your home or farm address.  Note:  This address must match the address you list on your Substitute W-9 form.

**Applicant Residential Address**
Enter the address where you live.  This address may be the same as your mailing or farm address.

**Home Phone**
Enter number, including area code.

**Cell Phone** (optional)
Enter number, including area code.

**E-mail Address** (optional)
Please print clearly.

## 2.  FARM/PREMISES INFORMATION

Applicants with livestock must register their premises with the Tennessee Department of Agriculture (TDA).

The premises account number is tied to the individual; the premises id number is tied to the farm address.  An individual can have multiple premises id numbers if they have multiple farm locations.

Premises registration forms and instructions are also available from TDA by calling (615) 837-5120 or on-line at www.tennessee.gov/agriculture/regulatory/livestock.html.

**Premises Account Number**
Enter your premises account number.

**Premises ID Number (PIN)**
Enter your unique 7-character alphanumeric identification.

**Farm Address**
Enter the physical address of your farm(s) where your project(s) will be.

The premises id address must match the farm address listed on the application. If you are applying for more than one program and have multiple PIN/farm addresses, please indicate which PIN/farm address will be used for each program.

**Farm Ownership**
Indicate whether you own or lease your farm property.

Land ownership is required for programs where permanent structures will be built. See Hay Storage, Livestock Feed Storage, and Grain Storage Programs for more information. Livestock Equipment projects can be located on leased land. Applicant name must match name on property record when land ownership is required.

**Farm County**
Indicate the county where your farm is located.

**3. APPLICANT CERTIFICATIONS and PERMIT NUMBERS**

All certifications and educational courses must be current and in the name of the applicant to qualify.

**Beef Quality Assurance (BQA)**
Cattle/Dairy producers must have current BQA at the date of application. Enter your current certification number and expiration date. Certification must be renewed every two years.

BQA is a two-hour educational course on cattle management and care sponsored by the Tennessee Cattlemen's Association (TCA).
Contact TCA for additional information on BQA classes at 615-896-2333, info@tncattle.org, www.tncattle.org or your local UT Extension office, www.utextension.utk.edu.

**Dairy Permit Number**
Enter TDA dairy permit number (XXX-XXX). Dairies (cattle, goats, and sheep) must be permitted by TDA to be eligible as a dairy under TAEP.

Contact TDA Regulatory Services, Food and Dairy Division, at 615-837-5193, for permit information.

**Pork Quality Assurance (PQA)**
Swine producers must have current PQA at the date of application. Enter your current certification number and expiration date. Certification must be renewed every three years.

PQA is a two-hour educational course on swine management and care sponsored by the Tennessee Pork Producers Association (TPPA).
Contact TPPA for additional information on PQA classes at 615-274-6533 or tnpork@tds.net.

**UT Master Beef Producer (MBP)**
Indicate whether you have completed (list year certified), plan to complete or do not plan to complete this educational program for beef producers. Certification, by reimbursement deadline, is required for 50% cost share.

**UT Master Meat Goat Producer (MMGP)**
Indicate whether you have completed (list year certified), plan to complete or do not plan to complete this educational program for goat producers. Certification, by reimbursement deadline, is required for 50% cost share.

**UT Quality Milk Program - Dairy (TQMI)**
Indicate whether you have completed (list year certified), plan to complete or do not plan to complete this educational program for dairy producers. Applicant must complete three or more modules to be eligible for 50% cost share. Certification, by reimbursement deadline, is required for 50% cost share.

Visit www.utextension.utk.edu to find local UT Extension information about educational certifications.

### 4. Livestock and Acreage Information

Each program has a minimum number of livestock/acreage requirements. The applicant must meet at least one requirement per program applied for, along with other eligibility requirements. Therefore, it is necessary to indicate the type of livestock/acreage on the applicant's operation and list the number of head of livestock/acres.

Head of livestock refers to the actual number of a single livestock type regardless of sex or age, at the date of application.
Goats/Sheep can be combined to meet minimum number requirement.

### 5. Cost Share Request Summary

Indicate which programs you are applying for by checking "yes" or "no" by each program checkbox.

**Cost Quote**

- Certain programs require a project budget with cost quotes from each vendor (contractor or supplier).
- Quotes need to include separate costs for labor and materials.
- Each cost quote needs to include the contact information (name, address, phone number) of the vendor.
- Cost quotes must be on company letterhead and/or signed by company representative.
- The project budget provided will determine the exact amount of cost share allocated for the project.

- Diagrams/floor plans are encouraged for infrastructure projects and are required for Commodity Shed projects (Livestock Feed Storage).

**Labor**

- Labor provided by applicant or their employees is not eligible for cost share reimbursement.
- Reimbursement for labor cannot exceed 30% of total reimbursement.

### 6. APPLICANT AGREEMENT

This section features several important bullet points regarding program participation. Read each line of text. Print your name and date. Sign your name.

### 7. How to Submit "Application A"

- Review each section of application for completeness.
- Fill in all blanks and check appropriate boxes where requested.
- Attach Substitute W-9 form (page 14).
- Attach cost quotes, project budget worksheet, and diagrams where required.
- NO FAXES ACCEPTED - Applications are only accepted by mail or hand delivery.
- Applicants may apply for more than one cost share opportunity. However, applying does not guarantee approval.
- Applicants may only submit one Application A per premises or property, per household, per application period.
- Applications are accepted during the application period (June 1 – 7, 2010) by mail or hand delivery. Applications received before or after the application period will be returned.

All programs on Application A are processed on a first come, first served basis. It is recommended to mail (postmark date) or hand deliver your application on June 1, 2010 for best chance of funding approval.

**Hand Delivery**

Applications may be hand delivered to the TAEP office, which is located in the Holeman Building on the TDA's Ellington Agricultural Campus.

The physical address is:

> 440 Hogan Rd.
> Nashville, TN 37220

Include Substitute W-9 Form (pg. 14) and project cost quotes/diagrams, if required.

**Mail**

Send Application A to:
> TN Dept of Agriculture,
> Attn: TAEP 2010-A
> P.O. Box 40627
> Nashville, TN 37204

Include Substitute W-9 Form (pg. 14) and project cost quotes/diagrams, if required.

**Approval Notifications**

Applicants will be notified in writing of approval or denial. Allow eight weeks for application processing.

**SUBSTITUTE W-9 FORM (Page 14)**

This form is used to obtain the applicant's taxpayer identification number and certification. Submit this form along with Application A.

**1. General Information:** Enter your legal name. Enter your mailing address. Reimbursement checks will be mailed to this address. *Mailing address should match mailing address provided on Application A.*

**2. Circle the most appropriate category below:** Complete only one.

**3. Fill in your taxpayer identification number below:** Complete only one. *Taxpayer identification number should match number provided on Application A.*

**4. Sign and date the form:** Signature must match taxpayer name listed above.

Funds received as a result of TAEP reimbursement are taxable. Participants will receive Form 1099-G for payments over $600.00.